

High School to College and Career Pathway: Post-Secondary

Area of Study: Business Education

Pathway: Business Administrative Support

Region: Mountainland	District: ALL	School: ALL	College/Institution: Utah Valley State College Articulation Agreement in place? Yes Name of Degree or Certificate: AAS in Administrative Information Support (64.5 Credits Required)
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High School				College		
Course Number	High School Suggested Academic Courses	H.S. Credit	College Credits	Course Number	College General Education Requirements	College Credits
ENGL	ENGLISH			ENGL	ENGLISH	3
				MGMT2200	Business Communications	
MATH	MATHEMATICS		3	MATH	MATHEMATICS	3
MATH1010	College Algebra * ^	1		MATH1010	Intermediate Algebra	
MATH1050	Pre-Calculus *	1		MATH1050	College Algebra	
52.0311	Personal Finance/Business Math *	.5		ACC1150	Fundamentals of Business Math	
	HUM/FINE ARTS/FOREIGN LANG.		3		HUM/FINE ARTS/FOREIGN LANGUAGE	3
ENGL1010	College Writing * **	1		ENGL1010	Introduction to Writing	
	SOCIAL/BEHAVIORAL SCIENCE Complete one course from the following:		3		SOCIAL/BEHAVIORAL SCIENCE Complete one course from the following:	3
MGMT2020	Macroeconomics ^	.5		MGMT2020	Macroeconomics	
				MGMT3000	Organizational Behavior	
PSY1010	AP Psychology * Gen. Psych. ^	1		PSY1010	General Psychology	
	BIOLOGY/PHYSICAL SCIENCE Complete one course from the following:		3		BIOLOGY/PHYSICAL SCIENCE Complete one course from the following:	3
BIOL1010	AP Biology * Gen. Biology ^	1		BIOL1010	General Biology	
GEO1010	Geology * Intro. To Geology ^	1		GEO1010	Introduction to Geology	
PHYS1010	Physics Honors/Engr. I *	1		PHYS1010	Elementary Physics	
PHYS1040	Astronomy *	1		PHYS1040	Elementary Astronomy	
				→	Any other approved Biology/Physical Science distribution course	
	PHYSICAL ED./HEALTH/SAFETY OR ENVIRONMENT		1		PHYSICAL ED./HEALTH/SAFETY OR ENVIRONMENT	1

HLTH1100	Personal Health & Wellness ^	1		HLTH1100	Personal Health & Wellness (recommended)	
				→	Any other approved Physical Ed./Heath/Safety or Environment distribution course	

Note: This is a regional agreement. Some classes and some concurrent enrollment agreements may not be available in your particular high school. See your individual school for specific program offering. **Note:** *= concurrent ^= distant

High School to College and Career Pathway: Post-Secondary

Area of Study: Business Education

Pathway: Accounting & Finance

High School				College		
Course CIP #	CTE Pathway Courses (3 credits required for completion)	H.S. Credit	College Credits	Course #	College Major Course Requirements	College Credits
Course #	Introductory Course: (preferred)	Credit				
52.0417	Computer Technology *	.50				
52.0461	Word Processing Basics/Keyboarding	.50				
	Foundation Courses: (required)					
52.0511	Business Communications I	.50				
52.0471	Word Processing	.50				
	Elective Courses:					
52.0312	Accounting I * (accommodates AIM1080 & ACC1750)	.50	.5 3	AIM1080 ACC1750	10-Key Data Entry Applied Accounting (must take Accounting I & II)(can take ACC1750 or ACC2010)	.5 3
52.0322	Accounting II * (accommodates ACC1750)	.50		ACC1750	Applied Accounting (must take Accounting I & II)(can take ACC1750 or ACC2010)	
52.0451	Administrative Procedures	.50				
52.0521	Business Communications II	.50				
52.0441	Business Law	.50				
52.0211	Business Management	.50				
52.0311	Business Math	.50				
52.0254	Business Web Page Design	.50	3	INFO2450 or AIM2450	Web Application Design	3
52.0447	Desktop Publishing I	.50				
52.0457	Desktop Publishing II	.50				
08.0708	Marketing	.50				
32.0199	Student Internship (Critical Workplace Skills)	.25				
				AIM1060	Introduction to Computer Security and Programming	3
				AIM224R	Exploring Digital Communication Tools	2
				AIM2300	Records and Information Management	3
				AIM2350	Intermediate Word Processing	3
				AIM2360	Business Spreadsheet Applications	3
				AIM2370	Business Database Applications	3
				AIM2380	Integrated Software Projects	3
				AIM3270	Business Presentation Applications	3

				AIM3350	Business Desktop Publishing Applications	3
				MGMT2250 or MGMT3890	Job Application and Advancement Skills or Career Preparation	1
				→	Elective Requirements (choose a minimum of 15 credits from the following)	15
				AIM296R	Seminar (1.0)	
				AIM3370	Business Web Graphics Applications (3.0)	
				AIM281R	Cooperative Work Experience (2.0)	
				LEGL3000	Business Law (3.0)	
				MGMT2390	Effective Business Presentations (3.0)	
				MGMT3000	Organizational Behavior (3.0) (if not counted as Social Science Credit)	
				MGMT3430	Human Resource Management (3.0)	
				→	Other pre-approved electives;; see advisor for details	
	Additional Articulated Classes					
52.0332	Accounting III *	.50		ACC2010	Financial Accounting (Can take ACC1750 or ACC2010)	
52.0342	Accounting IV *	.50				
TOTAL Potential Credits Earned in High School			19.5	TOTAL Credits Required for Degree or Certificate		64.5

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